

TRANSFER/PROMOTIONAL OPPORTUNITY

HUMAN RESOURCES ANALYST–SENIOR (0.6 FTE)

Milwaukee Health Department (MHD)

PURPOSE: The Human Resources Analyst–Sr performs a full-range of professional personnel duties for the Milwaukee Health Department (MHD), assisting the Health Personnel Officer and assuming the duties and responsibilities of that position in his/her absence. The person in this position will typically work 24 hours per week; with supervisory approval, the weekly work schedule is negotiable. *The Milwaukee Health Department is committed to assuring that Milwaukee is the healthiest city in the nation.*

ESSENTIAL FUNCTIONS:

Recruitment, Selection, and Interviewing:

- Monitor and process vacancy requests, personnel requisitions, promotion actions, and transfer requests.
- Review job descriptions to ensure that competencies are identified and that job duties are compliant with ADA requirements.
- Prepare job announcements.
- Provide guidance to supervisors in the development of interview questions and rating instruments.
- Assist supervisors in performing reference checks.
- Conduct background investigations and extend employment offers, maintaining appropriate documentation.
- Ensure that MHD's interests are represented when MHD program managers interact with representatives of the Department of Employee Relations (DER) to carry out recruitment and selection activities.

Employee Onboarding and Coordination and Monitoring of Employee Records:

- Coordinate the distribution of training notices, participation in training, and tuition reimbursement usage.
- Process site access cards and photo identification for new employees.
- Request replacement keys and order name plates for employees.
- Coordinate the distribution of parking placards.
- Process probationary service reports, and monitor completion thereof.
- Make recommendations to improve procedures on a continuous basis.
- Maintain confidential integrity of personnel files.

Other:

- On occasion, represent MHD before the Civil Service Commission, the Finance and Personnel Committee, and the Common Council.
- Assume the duties and responsibilities of the Health Personnel Officer in his/her absence.
- Serve as departmental representative on committees and teams, and perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.
2. Bachelor's Degree in human resource management, industrial relations, public administration, business administration, psychology, or a closely related field from an accredited college or university. **NOTE:** *A related Master's Degree may be substituted for one year of the experience as described in #3, below.*
3. Two years of experience performing duties closely related to this position.
NOTE: *Equivalent combinations of education and experience may also be considered.*
4. Valid Wisconsin driver's license and availability of a properly insured personal automobile at the time of employment and throughout employment (*car allowance provided*).

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of human resources administration principles and procedures, including personnel recruitment, selection, training, compensation and benefits, labor relations, and personnel information systems.
- Interpersonal skills: ability to establish and maintain effective working relationships with diverse people at all levels.

- Oral communication and presentation skills.
- Skill in active listening and responding to questions from managers, customers, and the general public.
- Skill in conflict resolution and negotiation.
- Honesty, cultural awareness and sensitivity, and ability to handle confidential information with care.
- Ability to read and interpret work-related material, such as business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to conduct research.
- Writing skills, including ability to write narrative reports, correspondence, and policies and procedures.
- Analytical, problem-solving, and critical thinking skills, and ability to use sound judgment when making decisions.
- Planning, organizational, and time management skills, as well as ability to adjust to changing priorities.
- Ability to produce accurate work under tight deadlines and manage stress.
- Ability to make calculations and apply mathematical concepts such as probability and statistics to practical situations.
- Computer skills, including the ability to use the following applications: database, spreadsheet, word processing, human resource information systems, time entry, and the Internet.

CURRENT SALARY RANGE (SG 05, .60 FTE) IS: \$22.65 to \$31.71 per hour (*24 hours per week*), with full benefits.